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FAQs (Frequently Asked Questions) Foodservice Manager Certification and Recertification Requirements in South Dakota

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FAQs

(Frequently Asked Questions)

Foodservice Manager Certification and Recertification Requirements in South Dakota

1. Who is a certified foodservice manager?

A certified foodservice manager (CFM) is a person who has demonstrated the knowledge and skills to carry out safe food handling practices in a foodservice setting. The National Restaurant Association Education Foundation is an example of a professional organization that certifies foodservice managers through the ServSafe® program.

2. Do all foodservice establishments have a certified foodservice manager on staff?

The South Dakota Food Code requires that all licensed foodservice establishments in South Dakota have a CFM on staff who has immediate control over the public health quality of the food. The CFM must work full time for that establishment to meet South Dakota requirements. One person cannot be listed as the CFM for several establishments (i.e., it is not permissible for one person to serve as the CFM for several fast food restaurants or conveniences stores that are part of a chain). See question 8 for further clarification.

Schools are not licensed food service establishments; however, they are inspected twice a year. State and federal laws do not require a CFM at this time, though local government may require one. School employees take the ServSafe® course as a part of their education for child nutrition programs. (Questions 11–14 refer to additional school foodservice information.)

3. How do I become a certified foodservice manager?

You must take a minimum of 8 hours of classroom instruction and pass a certifying test from an approved foodservice manager certification course that is equivalent to or exceeds the requirements set forth in the ServSafe® Serving Safe Food Certification course of the National Restaurant Association Educational Foundation or other approved certification program.

4. How long before the certification expires?

The South Dakota Department of Health (DOH) Office of Health Protection requires that the foodservice manager certification must be renewed every 5 years. The renewal process must occur within the last year of the

5-year period.

If the CFM's ServSafe® certificate is from the National Restaurant Association Educational Foundation (NRAEF), the expiration date is 5 years from the date it was obtained. For example, if the expiration date is May 1, 2010, that means the certificate was obtained on May 1, 2005. The renewal course should be taken between the dates of May 1, 2009, and May 1, 2010.

5. How can I get recertified?

Complete a recertification course approved by the DOH Office of Health Protection. The approved courses are the following:

- Serving Food Safely in South Dakota is Good Business, by the SDSU Cooperative Extension Service. This is a 4-hour course.
- South Dakota Retailers Association Recertification Course. Also a 4-hour course.
- ServSafe® course and not take the exam: 8 hours.
- ServSafe® course and pass the exam. This is the only recertification course that also meets the requirements of the National Restaurant Association Educational Foundation. This course is required by some foodservice establishments and would be honored in other states.

6. When my recertification expires, how do I get recertified?

Refer to your recertification certificate; it has either the date it expires or the date that the recertification was taken. Then the same process is followed as described in question 5.

7. If I work at more than one foodservice establishment, does the certification qualify for all establishments?

A licensed establishment must have at least one CFM on staff that is full time. Since you cannot be at two places at the same time, you cannot be listed as the CFM on staff in two places.

There may be exceptions. For example, if the cook at a school is a CFM and also runs a drive-in in the summer, he or she can be listed as the CFM for both foodservice

operations. If you think your situation may be an exception, contact the S.D. DOH Office of Health Protection at (605) 773-3364.

8. I want to be fully ServSafe® certified by the National Restaurant Association Educational Foundation (NRAEF). Does the 4-hour course meet the standards of the NRAEF?

No, it does not. To maintain the status of ServSafe® Certified Foodservice Manager, you must take the ServSafe® course and pass the exam.

9. What courses are approved by the South Dakota Department of Health Office of Health Protection for foodservice manager certification?

Any training that is approved by the Conference of Food Protection Officials is acceptable. ServSafe® is the course most offered in South Dakota. However, other nationally recognized and approved tests and courses may be obtained through the following: Independent Testing, headquartered out of the Twin Cities; NSF (National Sanitation Foundation); NEHA (National Environmental Health Association); and Prometric Testing. SDSU offers a foodservice manager certification course using the TAP series followed by a ServSafe® exam through their hospitality foodservice management program. Many of these organizations offer an online course.

10. Where can I obtain a listing of courses offered in South Dakota?

- Visit the South Dakota Department of Health Calendar at www.state.sd.us/doh/Calendar/food.htm.
- Contact the South Dakota Retailer's Association at 1-800-688-5545.
- Call the SDSU Cooperative Extension Service food safety specialist (605) 688-6233.

Questions 11-14 address CFM in the school foodservice.

11. Do school foodservice personnel have the same requirements for obtaining and maintaining a foodservice manager certification?

School foodservice personnel obtaining certification through the School Nutrition Association (SNA) are required to participate in 10 hours of food safety sanitation course work at SNA Certification level one, 10 hours at level two, and 20 hours at level three. The 10 hours of training received at level one is often a 10-hour ServSafe® course at a Child Nutrition Certification Institute or School Nutrition Association of South Dakota (SNASD) fall conference, followed by an exam.

Schools are not licensed food service establishments, but they are inspected. At this time, the law does not require a certified manager in schools. However, the local government may require a certified manager. Schools in South

Dakota are committed to serving food safely and take the ServSafe® course as a part of their education for child nutrition programs.

12. Who in the school can be designated as the CFM?

The CFM must be a person who works at the school foodservice full time. In many schools, the school foodservice director is the business manager or superintendent. The person who is the CFM needs to be actually working in the kitchen preparing and/or serving food.

Some school districts have more than one facility that prepares or serves food. If the school food authority recognizes the importance of a CFM in the school foodservice, there should be a CFM in each facility.

13. Can school foodservice personnel obtain foodservice certification and recertification through courses offered outside the Child Nutrition Certification Institute or the SNASD fall conference?

Yes, they can complete an 8-hour ServSafe® course from South Dakota Retailers or other agency or business that offers ServSafe®.

However, they would need to obtain an additional 2 hours of course time from a certified ServSafe® instructor if they want SNA certification. This additional 2 hours should be approved by the School Nutrition Association of South Dakota.

14. If the school foodservice personnel choose not to be involved in SNA at the national or state level, do they still need to have a 10-hour course?

No, School Nutrition Association membership and certification is optional at the state level. Schools or local government may choose to require certification through SNA or Child Nutrition Program Certification Institute.

For additional questions relating to certification, contact the following:

- South Dakota Department of Health, Office of Health Protection, (605) 773-3364. This is the licensing body for all foodservice establishments in South Dakota and is responsible for the South Dakota Food Code.
- Department of Education, Child and Adult Nutrition Services, (605) 773-3413. This agency administers food service programs and provides education for food service personnel in the child nutrition programs.
- SDSU Cooperative Extension Service, food safety specialist's office, (605) 688-6233.

Compiled from the South Dakota Foodservice Code by Joan Hegerfeld, food safety Extension specialist; with input and review by Sandra Kangas, supervisor, Child and Adult Nutrition Services, DOE; and David Micklos, administrator, South Dakota Office of Health Protection.

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